



LetMC.com[®]
lettings software

Quick Setup Guide

HTML Email Signatures

A short guide on how to set up HTML Signatures on LetMC emails

Last updated
22/11/2012



Overview

LetMC has an email management system and it is possible to implement “HTML Email Signatures” as part of this. A signature can be set up as a company or branch default, as well as on a specific email address.

Once set up, the signature will be automatically attached to the end of an email message after it has been sent. This applies to all emails sent from the system, including the In Tray, Post Bag and system messages (e.g. notifications of inspection).

HTML Set Up

To set up a new signature you must copy and paste HTML code in to the system, in to the dedicated “Email Signature” section. The HTML code defines the layout of the signature, the style and what the images are.

HTML email signatures can be set up on the “Modify Company Details” screen, the “Modify Branch Details Screen” and the individual email addresses configured under “Manage Email Addresses”.

Image Set Up

To include images in the HTML email signature requires you to specify a hyperlink to the image location. It is possible to upload images to LetMC so that you do not need external webspace to host these files.

Use the “Email Signature Images” screen to upload graphical files. Once done, you will be provided with a public URL which can be used in the HTML as the image “source”.

Preview

Once the email signature has been added the preview button can be clicked to open the HTML code in a new tab. Please note that it is important that all hyperlinks include the full URL (i.e. including the “http://”) as well as have the “target” attribute set as “_blank”.

Templates

In order to help clients start using HTML email signatures, we have produced some basic templates that can be used. It will be necessary for clients to provide the graphic files for use in the signatures.

Single Image

This template creates a single image. To create this template, upload the image (ideally 475 pixels wide) to the "Email Signature Images" screen and copy/paste the provided URL in place of the "****" characters.



```
<table style="width:475px;">
  <tr>
    <td>
      
    </td>
  </tr>
</table>
```

Single Image with Disclaimer

This template creates an image followed by disclaimer text.

To create this template, upload the image (ideally 475 pixels wide) to the "Email Signature Images" screen and copy/paste the provided URL in place of the "****" characters.

The disclaimer text can also be changed to meet individual needs.



This message and any attachments it contains is of privileged and confidential nature and intended only for the named recipients. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this message or its attachments is prohibited. If you have received this message in error please notify us as soon as possible by replying to the message and then delete it from your computer.

The views and opinions expressed in this message and its attachments represent the views of the author and not necessarily the views of the author's employer.

```
<table style="width:475px;">
  <tr>
    <td>
      
    </td>
  </tr>
  <tr style="color:#cccccc;font-size:9px;text-align:left;">
    <td>
      This message and any attachments it contains is of privileged and confidential nature and
      intended only for the named recipients. If you are not the intended recipient you are hereby
      notified that any dissemination, copying or distribution of this message or its attachments
      is prohibited. If you have received this message in error please notify us as soon as
      possible by replying to the message and then delete it from your computer.
      <br /><br />
      The views and opinions expressed in this message and its attachments represent the views of
      the author and not necessarily the views of the author's employer.
    </td>
  </tr>
</table>
```

Single Image with Disclaimer and Social Media hyperlinks

This template creates an image followed by disclaimer text, with icons and hyperlinks to social media pages.

To create this template, upload the main images (ideally 475px wide) as well as the social icons (ideally 95px wide) to the "Email Signature Images" screen and copy/paste the provided URLs in place of the "*" characters.

To include hyperlinks to your social media pages, copy and paste the URLs in place of the "XXX" characters.



Join us:



This message and any attachments it contains is of privileged and confidential nature and intended only for the named recipients. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this message or its attachments is prohibited. If you have received this message in error please notify us as soon as possible by replying to the message and then delete it from your computer.

The views and opinions expressed in this message and its attachments represent the views of the author and not necessarily the views of the author's employer.

```
<table style="width:475px;">
  <tr>
    <td>
      
    </td>
  </tr>
  <tr>
    <td style="color:#666666;font-size:10px;text-align:center;">
      Join us:
    </td>
  </tr>
</table>
<table style="width:475px;">
  <tr>
    <td>
      <a href="XXX" alt="Facebook" target="_blank">
        
      </a>
    </td>
    <td>
      <a href="XXX" alt="Twitter" target="_blank">
        
      </a>
    </td>
    <td>
      <a href="XXX" alt="LinkedIn" target="_blank">
        
      </a>
    </td>
    <td>
      <a href="XXX" alt="YouTube" target="_blank">
        
      </a>
    </td>
    <td>
      <a href="XXX" alt="Pinterest" target="_blank">
        
      </a>
    </td>
  </tr>
</table>
<table style="width:475px;">
  <tr>
    <td style="color:#cccccc;font-size:9px;text-align:left;">
      <td>
        This message and any attachments it contains is of privileged and confidential nature and intended only for the named recipients. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this message or its attachments is prohibited. If you have received this message in error please notify us as soon as possible by replying to the message and then delete it from your computer.
        <br /><br />
        The views and opinions expressed in this message and its attachments represent the views of the author and not necessarily the views of the author's employer.
      </td>
    </tr>
</table>
```

Business Card Style

This template creates a simple layout with a company image on the left and a set of information on the right.

To create this template, upload your image to the "Email Signature Images" screen (ideally 130px wide) and copy/paste the provided URL in place of the "*" characters.

Edit the information section to make the signature relevant to the Company, Branch or specific Person.



```
<table style="width:475px;font-family:Arial;">
  <tr>
    <td>
      <table style="width:130px;">
        <tr>
          <td style="font-style:Bold;font-size:13pt;">
            
          </td>
        </tr>
      </table>
    </td>
    <td>
      <table style="width:345px;font-family:Arial;font-size:10pt;text-align:Left;">
        <tr>
          <td style="font-size:13pt;font-weight:bold;">
            YOUR NAME HERE
          </td>
        </tr>
        <tr>
          <td style="font-size:11pt;font-weight:bold;">
            JOB TITLE
          </td>
        </tr>
        <tr>
          <td>
            TELEPHONE
          </td>
        </tr>
        <tr>
          <td>
            FAX
          </td>
        </tr>
      </table>
    </td>
  </tr>
</table>
```

Plain Text

This template creates a simple, text based signature. Be sure to replace the example details with the correct information.

Company Name
Street, Area, Town, Postcode
Tel: XXXXX XXX XXX
Fax: XXXXX XXX XXX
Web: www.website.co.uk

```
<p style="color:gray;text-align:left;">  
  <br />  
  Company Name  
  <br />  
  Street, Area, Town, Postcode  
  <br />  
  Tel: XXXXX XXX XXX  
  <br />  
  Fax: XXXXX XXX XXX  
  <br />  
  Web: <a href="http://www.website.co.uk" target="_blank">www.website.co.uk</a>  
  <br />  
</p>
```